

Applying for a Job

1. Once you are registered for Employment Opportunities, from the **Home** tab, look at **Quick Links** for different job options.

2. Browse current jobs or use the **Job Search** function by entering criteria in the appropriate fields.

3. Selecting **All New Jobs**, from the right navigation, takes you to the screen below. You will see a list of current job openings and you can complete a **Simple Search**, **Advanced Search**, **Save Search**, and **View Saved Searches**. Saving your search allows you to use it at a later time.



Jobs: Available Jobs

Advanced Search

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Date Posted: [Dropdown]
 Keywords: [Text Box] (example: Chemistry Java DBA)
 Science/Eng Area or Major: [Dropdown]
 Job Category: [Dropdown] (Administrative Support, Construction, Contract Management, Draft Design, Engineering, Env Safety Health, Facility, Finance & Accounting)

[Go] [Clear]

[Save Search] [Simple Search] [View Saved Searches]

Select Jobs: [Add To Basket] [Previous] 1-10 [Next 10]

Select All | Select None

Select	Vacancy Name	Job Title	Job Category	Science/Eng Area or Major	Organization Name	Location	Date Posted	Apply Now
<input type="checkbox"/>	IRC544	HR Rep	Human Resources		HR	Los Alamos, NM, US	18-Mar-2011	[Apply]
<input type="checkbox"/>	IRC543	%gen	Administrative Support		9D000A	Los Alamos, NM, US	18-Mar-2011	[Apply]
<input type="checkbox"/>	IRC542	HRIS Analyst 1	Human Resources		HR_SYS	Los Alamos, NM	18-Mar-2011	[Apply]

Simple Search Screen

Search

Use the fields below to refine your job search. For more search capabilities, choose the Advanced Search button.

[Advanced Search] [View Saved Searches]

Keywords: [Text Box] (example: Chemistry Java DBA)
 Date Posted: [Dropdown]

[Go] [Clear]

Select	Vacancy Name	Job Title	Job Category	Science/Eng Area or Major	Organization Name	Location	Date Posted	Apply Now
	No results found.							

[Save Search]

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Saving a Search

Create Saved Search

* Indicates required field Cancel Save

General Properties

* Saved Search Name
Enter a unique name for your Saved Search

Description

Notify Me About These Jobs

Search Criteria

Keywords (example: Chemistry Java DBA) Employment Status

Date Posted Last 90 Days Match Education Qualifications

Job Category Other, Postdoc, Procurement, Project Management, Science, Science/Eng Tech Support, Security, Student - Graduate

Viewing Saved Searches

Home: General > Create Saved Search >

Confirmation

Your saved search has been created and added to your list of saved searches.

View Saved Searches

These are all of the customized Job Searches you have saved.

View Name	Description	Last Updated	Update	Delete	View Results
Student-Graduate search		26-Mar-2011			

Create Saved Search

4. Review the list of jobs. If you see a job you want to apply for select **Apply Now** or **Add To Basket** to apply later.

Select	Vacancy Name	Job Title	Job Category	Science/Eng Area or Major	Organization Name	Location	Date Posted	Apply Now
<input type="checkbox"/>	IRC483	Chief Of Staff	Other		Human Resources Division Office	Los Alamos, NM, US	15-Mar-2011	
<input type="checkbox"/>	IRC484	Graduate Research Associate	Student - Graduate		Various Organizations Across LANL	Los Alamos, NM, US	15-Mar-2011	

Jobs that have been added to Job Basket

Job Basket

Click the Apply Now icon to apply for any of these jobs. To remove a job from your Job Basket, select it using the check box, and click the Remove from Basket button.

TIP Once you apply for a job, that job will no longer appear in your Job Basket. To view your job applications, select the Jobs Applied For page.

Select Jobs: Remove From Basket

Select All | Select None

Select	Vacancy Name	Job Title	Job Category	Science/Eng Area or Major	Location	Apply Now
<input type="checkbox"/>	IRC523	HR Generalist 2	Human Resources		Los Alamos, NM, US	
<input type="checkbox"/>	IRC526	HR Generalist 2	Human Resources		Los Alamos, NM, US	

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5. The **Apply Now** takes you through a 3 step application process. You can review each area of your information to make updates as needed.

6. Once you have finished select the **Home** tab and under the **Jobs Applied For** a list appears with the **Status of Application Received**

Jobs Applied For

Below is a list of the jobs for which you have applied. Select Full List to see the complete list of Job Applications. Full List

Vacancy Name	Job Title	Date Applied	Last Updated	Status	Application Details
IRC483	Chief Of Staff	16-Mar-2011	16-MAR-2011	Application Received	

END Process